

## FIRST YEAR

The first six weeks will be a combination of orientation and training to prepare for an assignment in a field office. The trainees will:

- Attend Agency new employee orientation
- Meet supervisors and mentors
- Attend protégé/mentor orientation
- Prepare individual development plans
- Prepare performance plans for first rotation
- Gain foundational knowledge for the administrative functions in the Federal Service (Regulations, Ethics, Civil Rights, etc.)
- Learn skills needed to work in a field office

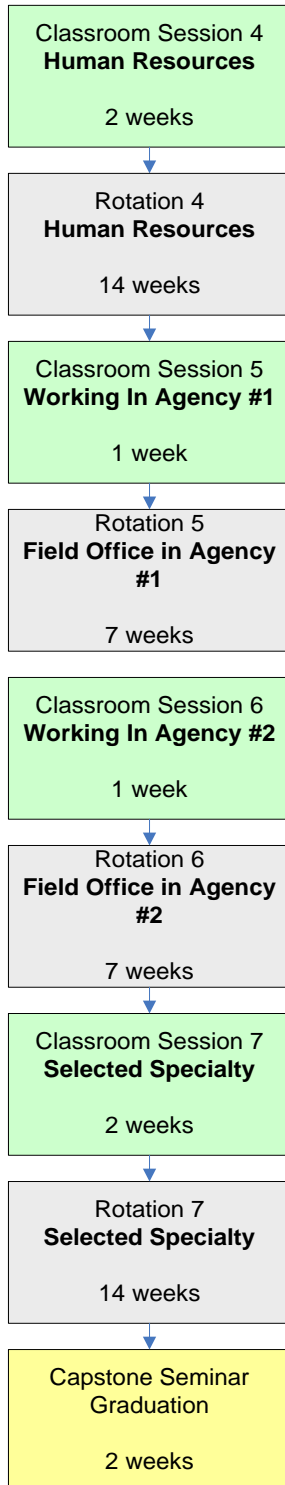
The second, third and fourth classroom sessions/rotations are focused on the “core” administrative functions:

- Financial Management
- Acquisitions
- Human Resources

All trainees, regardless of target position, will rotate through these functions. The second and third rotations will occur during the first year. Each rotation will be 14-weeks long and have a list of duties and developmental assignments for the trainee. A new performance plan will be established for each rotation.

There will be three groups of trainees started 8 weeks apart, one in each region. The order of the rotations may vary due to trying to limit overlap of rotations in the same discipline.

Each year, the trainees will take up to a two week vacation.



## SECOND YEAR

The fourth 14-week rotation will occur in the second year and will be for the last of three core areas.

The fifth and sixth rotations are 7 weeks, and are conducted in a field office of another Agency.

The seventh, and final 14-week rotation, will be in the trainee's target function. The program concludes, at the end of two years, with a capstone seminar and graduation.